

**City of Charlottesville**  
**HOME PROPOSAL GUIDELINES**  
**Fiscal Year 2022-2023**

---

**These instructions are being provided to assist in the submission of proposals in response to the City of Charlottesville’s Request for Proposals (RFP) for federal funds involving the Community Development Block Grant (CDBG) and the HOME Investment Partnership Program.**

**General Information**

The City of Charlottesville is guided by a Strategic Plan that provides the blueprint that is followed to be one community filled with opportunity and to provide services and facilities that promote an excellent quality of life for everyone in our community. Additionally, the City is guided by the Comprehensive Plan which was adopted by the City Council on August 19, 2013; and the 2018-2024 Consolidated Plan. The Consolidated Plan is designed to help the City assess the affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

All three plans provide the foundation for the priorities and objectives that are included in the Consolidated Plan that will guide funding and progress for the period Program Year (PY) 2018 through PY 2022 for the CDBG and HOME programs. All three of the City’s big vision plans can be located below and on the City of Charlottesville’s website.

**Strategic Plan**

Contains five high level citywide goals that provide the City longer term direction of what must be accomplished for the City to achieve its vision\*.

---

- <https://www.charlottesville.gov/1373/Strategic-Plan>
- City Council Vision\*: To have an inclusive community of self-sufficient residents, to have a healthy and safe City, to have a beautiful and sustainable Natural and Built Environment, have a strong, creative and diversified economy, and have a well-managed and responsive organization

**Comprehensive Plan**

Purpose is to implement the City Council Vision while providing general guidelines for future development and neighborhood stability

---

- <https://www.charlottesville.gov/477/2013-Comprehensive-Plan-PDF?bidId=>

**CDBG/HOME Consolidated Plan**

Assess community development and affordable housing needs and market conditions, to make data-driven place-based investment decisions of CDBG and HOME dollars.

---

- <https://www.charlottesville.gov/1511/2018-to-2022-Consolidated-Plan-and-Fiscal-Year-2018-to-2019-Action-Plan-PDF>

---

**Proposals**

At this time, the City is accepting applications for the following programs:

1. HOME Investment Partnerships Program (HOME)

Proposals will only be accepted from:

- Private or public non-profit agency, authority, or organizations
- Housing development organizations (CBDO's)
- Private for-profit organizations undertaking specific economic development activities
- Governmental agencies

The **FY 2022 - FY 2023 HOME program priorities** that will help guide funding decisions are as follows, approved by City Council on September 20, 2021:

- Affordable Housing (including but not limited to low income housing redevelopment, priority for households at 0-50% of the area median income)
- Support for the Homeless and those at risk of Homelessness
- Workforce Development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs, support for programs that aid in self-sufficiency, including but not limited to quality childcare)
- Microenterprise Assistance
- Mental Health and Substance Abuse Services

Additional program guidance for the CDBG and HOME programs can be located at the following links:

- Basically CDBG: <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>
- HOME: [https://www.hud.gov/program\\_offices/comm\\_planning/affordablehousing/programs/home/](https://www.hud.gov/program_offices/comm_planning/affordablehousing/programs/home/)

---

## **Funding**

Funds will be provided on a cost reimbursement basis. No "up front" or advance uses or expenses will be eligible for funding and it is highly unlikely that funds will cover 100% of any project or program. All applications for funding must be able to demonstrate that the program/project to be conducted meets federal income requirements that benefit low to moderate income individuals. Additionally, HOME applications must clearly demonstrate project/program readiness or that the project or program that the funding is being requested for will be ready to begin construction or operate and begin providing services immediately after July 1, 2022.

**As part of [HUD's best practices](#) to ensure subrecipient timeliness; and due to timeliness requirements (24CFR 570.902(a)), applicants with outstanding CDBG, CDBG-CV, CDBG-CV3, and HOME funds may not be receiving as strong of a consideration in this application**

**process. You may want to confirm with the Grants Coordinator in advance to review unspent account balances.**

All awarded organizations must adhere to federal reporting requirements. There are strict and time-sensitive monitoring and reporting requirements that can be staff intensive. This is a non-negotiable contract stipulation.

### **Mandatory Technical Assistance Session**

The City will require all applicants to schedule and attend a 30-minute mandatory technical assistance session with the Grants Coordinator. The meeting must be held between November 17, 2021 and December 7, 2021 and prior to proposal submission. To schedule a zoom/e-meeting technical assistance session or for questions concerning the RFP, contact:

**Erin Atak, Grants Coordinator at [atake@charlottesville.gov](mailto:atake@charlottesville.gov), or (434) 970-3093.**

### **Environmental Review**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

No funds may be committed to a proposed project prior to release of funds authorization from HUD. If the proposed project involves ground disturbance, demolition, construction, site improvements, or acquisition of property on which such activities will take place you may not take any action except for option agreements, until the environmental review compliance is achieved.

### **Insurance Requirements**

Please note, all awardees of funding must have certificates or policies of worker's compensation, public liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the City at the start of the project term. Each certificate or policy shall carry the provision that the insurance shall not be canceled or reduced without the prior notice to the City and **THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED BY ENDORSEMENT UNDER SUCH INSURANCE CONTRACT.** The minimum Limits of Liability Coverage shall be as follows:

1. Comprehensive General liability, including Premises and Operations, Elevator Liability; Provider's Protective Liability, Products Liability including completed Operations Coverage; and Contractual Liability for the contract: Limits  
\$1,000,000/\$2,000,000
2. Comprehensive Automobile Liability, including all owned Automobiles; Non-Owned Automobiles; Hired Car Coverage :Limits \$500,000/\$1,000,000 (per occurrence/annual aggregate)

3. Workers Compensation, including Employer’s Liability: Limits Statutory Employer’s Liability \$100,000.

**Income Guidelines**

All projects must meet an income standard in one of the following ways:

Low/moderate Income Area – Only to be used for Economic Development projects where the business serves an income qualified area.

Low/moderate Income Household/Clientele – The participants in the project are from low-moderate income levels (see table below for current figures – effective 6/1/2021) or a special needs populations. This information must be verified. Special Needs Populations (aka Limited Clientele) include Elderly/Frail Elderly, Illiterate Adults, Migrant Workers, Persons with AIDS, Severely Handicapped/Disabled, Homeless Persons, or Abused/battered Spouses and/or Children. The current income guidelines are as follows:

**Charlottesville Median Family Income: \$93,939**

# Persons in Family/Household	(30%) Extremely Low Income	(50%) Very Low Income	(80%) Low Income
1 person	\$19,700	\$32,800	\$52,500
2 persons	\$22,500	\$37,500	\$60,000
3 persons	\$25,300	\$42,200	\$67,500
4 persons	<b>\$28,100</b>	<b>\$46,850</b>	<b>\$74,950</b>
5 persons	\$30,350	\$50,600	\$80,950
6 persons	\$32,600	\$54,350	\$86,950
7 persons	\$34,850	\$58,100	\$92,950
8 persons	\$37,100	\$61,850	\$98,950

The beneficiaries of grant-funded activities **must reside in the City of Charlottesville**. Applicants are strongly encouraged to serve and recruit beneficiaries residing in the Priority Neighborhood (Ridge Street neighborhood).

If the grant is not the only source of funding, then the percentage of participants that are Charlottesville residents must be **equal to or greater than** the percentage of CDBG funds in the program.

## **Submissions**

The city is now accepting applications for HOME between November 17, 2021 December 7, 2021 (4 EST). Applications must be submitted electronically through the City's website located at the following link: <https://www.charlottesville.gov/680/CDBG-HOME-Funding-Proposal>

The deadline for submission is **4:00pm EST, December 7, 2021**. Proposals submitted after the deadline will **not** be considered for funding. Online submission is required.

Applicants are also **required** to submit the following documents as part of proposal submission by award date.

- Current Annual Audit
- Fact Sheet or brochure listing all services provided by the applicant
- Current financial statement, including annual budget and operating expenses
- Evidence of 501(c)3 status
- One copy of most recent Form 990 from non-profit organizations
- List of board members and staff names and positions
- Contingency Plan
- Succession Plan
- Policies and Procedures Manual
  - o Non-Discrimination (§570.602 & 618)
  - o Code of Ethics (Principle 1)
  - o Conflict of Interest (§200.318 & §570.611)
  - o Procurement (§200.318(a))
  - o Grievance (Staff and Clients) (§570.607(a))
  - o Termination (Staff and Clients) (§570.607(a))
  - o Confidentiality (§200.303e)
  - o Record Retention (§570.506)
  - o Information Technology (Principle 11)
  - o Whistleblower (Principle 14)
  - o Monitoring (§200.328)
  - o If Housing Activities are involved:
    - Fair Housing (§570.611)
    - Lead Based Paint (§570.608)

Applicants may mail or email supplemental documents to:

Erin Atak, Grants Coordinator  
Grants Coordinator  
Neighborhood Development Services  
City of Charlottesville  
P. O. Box 911  
610 East Market Street  
Charlottesville, VA 22902

Fax: (434) 970-3359  
atake@charlottesville.gov

Requested documents will not be accepted after the deadline. Failure to submit the documents on time will result in an incomplete application.